

## HAZARDOUS MATERIALS BUSINESS PLAN

### II. EMERGENCY RESPONSE PLAN

Date:        /        /

UPFP #: \_\_\_\_\_

1. Business Name: \_\_\_\_\_
2. Business Site Address: \_\_\_\_\_
3. Business Telephone: (    ) \_\_\_\_\_ 24-Hour: (    ) \_\_\_\_\_
4. Brief description of product manufactured and/or service provided: \_\_\_\_\_
5. Evacuation Procedures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Notification Procedures: In the event of a release or threatened release of a hazardous material the following agencies are to be notified. Phone #

- |  |   |
|--|---|
| A. Local Emergency Response Agencies   | <b>911</b>  |
| B. Hazardous Materials Division (HMD)<br>HMD's Toll-Free Number                      | <b>(619) 338-2222 (after hours follow recorded instructions)</b><br><b>(800) 253-9933</b> |
| C. State Office of Emergency Services (OES)<br>(OES-California State Warning Center) | <b>(916) 845-8911 or Toll-Free Number (800) 852-7550</b>                                  |

Name of person(s) responsible for completing notifications: \_\_\_\_\_

Describe notification procedures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor's Name/Phone: \_\_\_\_\_

Emergency Procedures: \_\_\_\_\_

#### FIRE

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### SMALL SPILL

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### LARGE SPILL

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## **HAZARDOUS MATERIALS BUSINESS PLAN**

### **II. EMERGENCY RESPONSE PLAN**

#### **The Emergency Plan must include:**

1. Procedures for mitigating a hazardous materials release.
2. Procedures and equipment for minimizing the potential damage of a hazardous materials release.
3. Provisions for immediate notification of the HMD, the Office of Emergency Services (OES), and other emergency response personnel as required (e.g. local fire department or paramedics).
4. Evacuation plans and procedures for notification of personnel at the business site.

#### **Instructions for completing the Emergency Response Plan on page 23.**

(Please refer to Sample Emergency Response Plan)

At the top of the Emergency Response Plan enter the date. Spaces are provided for your Unified Program Facility Permit (UPFP) number, please enter the number if known.

1. Enter business name.
2. Enter business site address.
3. Enter business telephone, including area code. Include a 24-hour number, if applicable.
4. Enter a brief description of product manufactured and/or business operations. For example, electroplating, storage, automotive repair, hospital, medical device manufacturing, etc.
5. Outline procedures for immediate evacuation of the facility. Include the following:
  - a. Type of alarm signals (bells, horns, sirens, shouting, etc.) used to start an evacuation and indicate what alarms are used to give the all-clear signal.
  - b. If your facility is large or has several buildings, describe any different alarms used for specific parts of the facility.
  - c. Evacuation routes, emergency exits, and staging areas. Include alternate routes, exits, and staging areas. Clearly note them on your site map.
  - d. Indicate if periodic evacuation drills are practiced to help employees become better prepared for emergencies.
6. Enter the name of the person(s) responsible for completing emergency notifications.
7. Describe procedures for the mitigation of a release or threatened release to minimize any potential harm or damage to persons, property, or the environment. Include equipment and resources for use in emergency situations such as communications and containment equipment, automatic monitoring or fire control devices, onsite spill response teams or prearranged contracts with a spill response company. If procedures are different for spills/emergencies of different magnitude, outline the procedures to be followed in each situation, including the criteria for using a particular procedure. Indicate the personnel who will assist emergency response agencies onsite and any information that would assist them when they arrive.